

**Terms of Reference**  
**Capital Region Waste Minimization Advisory Committee (CRWMAC)**  
**May 15, 2014**

**VISION**

The Capital Region is a leader in waste minimization that strives to achieve greater than 80% waste diversion.

**MISSION**

The Capital Region Waste Minimization Advisory Committee (CRWMAC) provides a forum for information sharing, and brings together stakeholders in a cooperative, collaborative effort to implement joint waste minimization strategies and solutions.

**PURPOSE**

The Capital Region Waste Minimization Advisory Committee is a voluntary committee that seeks to:

- Share information on solid waste minimization in the Capital Region
- Stimulate public policy which facilitates waste reduction, recycling and resource conservation
- Establish ourselves as a regional voice to promote best practices for Waste Management in the Capital Region
- Work towards increased regional harmonization of waste management systems.
- Build on the findings from the Capital Region Integrated Waste Management Plan (September 2013) by working together collaboratively on an ongoing basis to implement its recommendations.

**MEMBERSHIP**

- Members include all those municipalities in the Capital Region area.
- Each municipality may send one elected official to the Committee, and one administrative technical representative. Each municipality is encouraged to have alternates in place.
- All members will be held on a mailing list for ongoing updates.
- Each municipality has one vote.
  - Voting will occur when administrative matters require a formal decision. Voting requires a majority of not less than 2/3 of the quorum. “Administrative matters” includes all approvals required to confirm the ongoing operations of the committee.
  - In regards to moving forward on decisions about regional strategies and solutions, every effort will be made to achieve consensus.
- Non-voting liaisons include Alberta Environment & Sustainable Resource Development, Recycling Council of Alberta, Alberta CARE, Alberta Plastics Recycling Association.
- Other stakeholder connections to include Calgary Region Waste Reduction Partnership, Alberta Urban Municipalities Association, Alberta Association of Municipal Districts and Counties.

## **COMMITTEE STRUCTURE**

CRWMAC has a formal voluntary committee structure that includes the Broader Advisory Committee with a distinct Technical Working Committee.

- **Broader Advisory Committee**
  - The Advisory Committee will elect annually from the municipal political representatives a Chair and Vice Chair that will lead the committee.
  - Administrative representatives form part of this broader committee.
  - Meetings will be held at a minimum of three times per year (January, May, September), or more at the call of the Chair.
  - Political representatives to report back to their respective municipalities about key strategies and solutions that may be brought forward for endorsement.
  
- **Technical Working Committee**
  - The Technical Committee will be made up of administrative representatives from each member municipality. Elected officials are welcome to attend the meetings.
  - The Technical Working Committee will elect annually co-chairs to guide the committee through technical discussions about the implementation of the Plan's recommendations. Additional working groups may be formed to focus on specific recommendations from the Plan.
  - Other stakeholders may be invited to the table at the group's discretion.
  - Meetings will be held monthly, or as needed at the call of working groups. Three times per year, the Technical Working Committee will join the Broader Advisory Committee to provide updates, technical support and advice.

## **ROLES, RESPONSIBILITIES & REPORTING STRUCTURE**

**Broader Advisory Committee** will focus on encouraging, facilitating and supporting policy development both within member municipalities and other external stakeholder groups).

- Provide strategic direction and advice to the Technical Committee on issues and key themes emerging from the recommendations of the Implementation Plan.
- To act as a problem-solving forum to address issues that arise at a strategic or political level.
- Champion regional initiatives within own respective municipality.
- Debate, clarify, comment and make recommendations on draft policies and guidelines to reflect local needs for the Waste Management Sector.
- Lobby key stakeholders by developing strategic alliances and political relationships with Provincial and Regional organizations that will encourage policy development for Waste Management in the Capital Region (ie. ESRD, CRB, AUMA/AAMDC, Industry Stakeholders).

**Technical Working Committee** will focus on information sharing, research and development of leading best practices, performance reporting and identification, evaluation and recommendations of technical solutions that address the priority recommendations from the Integrated Regional Waste Management Plan.

- Provide a forum for information sharing of waste minimization and diversion initiatives.
- Work towards implementation of the short and long term goals as recommended in the Implementation Plan.
  - Develop an annual work plan that focuses on the priorities as outlined in the consultation phase of the Implementation Plan.
- Collaborate and develop partnerships with other municipalities and industry stakeholders
- Develop best management practices
- Establish and report on performance targets and measures

**Linkage to Broader Advisory Committee and Member Municipalities**

- The Technical Working Group will be responsible for moving strategies forward and will take updates to the Broader Advisory Committee for guidance and support.
- It is expected that the Broader Advisory Committee will endorse in principle any recommendations or actions, but that individual municipalities will have to seek Council approval on some matters, especially on any actions that may require significant funding. The committee process must allow time for members to seek approval of their Councils before they are asked to fully endorse any recommendations.

**Implementation:**

- It will continue to be at the discretion of each municipality to participate in specific recommendations. As CRWMAC continues to be a voluntary group that is non-binding, some strategies and solutions may require formal approval by respective municipalities.

## **PRIORITIES FOR TECHNICAL COMMITTEE**

### **Short Term**

- Explore opportunity for Regional Coordinator position
- Performance Measurement
- Residential Waste Reduction Strategy
  - Harmonize Residential Diversion Programs
  - Education & Communication Synergies
  - Best practices for contract management

### **Long Term**

- ICI Waste Reduction Strategy
- Construction & Demolition Waste Reduction Strategy

### **As Arises**

- Advocate for Regional/Provincial Waste Reduction Policies
- Explore additional infrastructure capacity